

October 17, 2007 meeting began at 1:00 PM and adjourned at 1:40 PM

MSC Circulation Committee Meeting

In attendance:

Ken Adams	Jess Tobin	Patty Jones	Carrie Terrell
Dawn Kingstad	Jodi Teeple	Sinda Puryer	Kathy Roberts
Sue Sillick			

Old Business: Minutes from last meeting accepted “as is”.

Training Materials:

Items for the standardized training manual are still being compiled. If you have any additional information that would be helpful, please e-mail it to Claire. For example, if you have a copy of patron registration guidelines, email it to her. We will revisit the training manual at the next meeting.

Trainers:

Until the training manual is completed we are at somewhat of a standstill for new trainers. Looking at a pool of 10 trainers: 5 public and 5 schools. After the manual is completed, e-mail will be sent out to the consortium for volunteers. In the meantime, make sure that libraries know that it is okay to call one and other to ask questions. Workflows Help is also available, but sometimes it too wordy and can at times make things more confusing.

Ken discussed the survey that is currently being filled out by the libraries and will be completed by November 1st. After all the information is assessed it might be beneficial to us in acquiring volunteer trainers. The survey assesses how far individuals would be willing to travel for training and other impertinent information.

Long Overdue Report

Jess continues to try to get all the libraries of the consortium to run long overdue reports. She will continue to e-mail and discuss with these libraries the importance of cleaning up our database.

Missoula did do a test run, and it seemed to be successful, but it was only a test run and not an actual report.

Putting items in Trace

Some libraries are creating a user that is named Trace and checking out items that cannot be found into trace. These libraries then can run a report and discard any items that cannot be found.

Overdue Items

It was brought up that when someone was seeing what items that the patron had overdue; that the overdue items showed no notices were sent. Is there a glitch in the system? Jess will be looking into this.

Reports

Discussed if there was a reports group, and maybe a need for one. It was commented that there were quite a few reports, and not everyone is sure what reports to run and when.

Ken just recently went to training on just reports, and stated that the training lasted over four hours and not all the reports were covered.

Next Meeting:

There will be a meeting in November. Everyone will receive any e-mail with possible dates.

Minutes by Dawn Kingstad - Glendive Public Library